Digital Futures in Teacher Education

Concrete5 CMS user manual

Version 0.5 07/08/12

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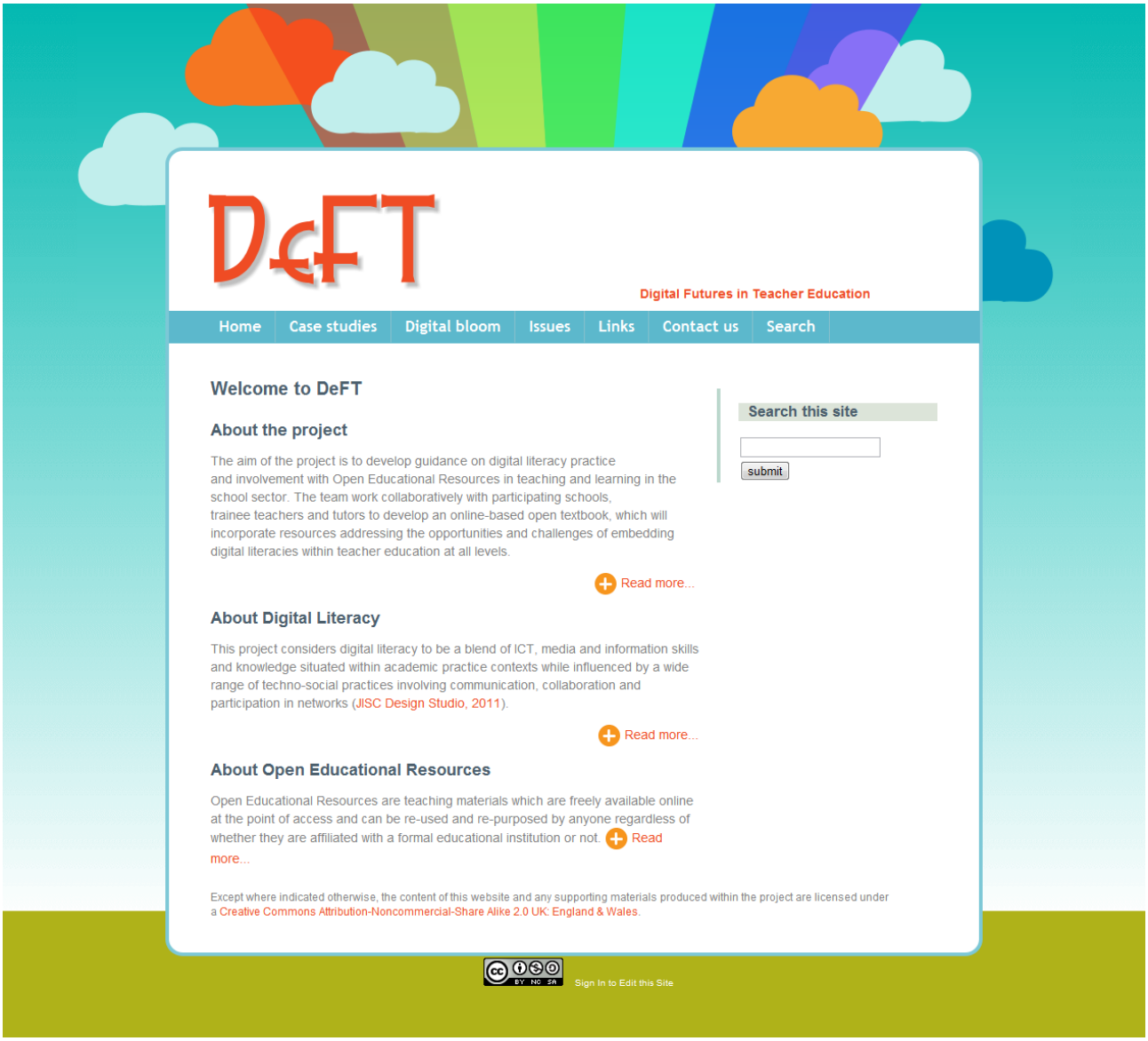
The Content Management System



The DeFT website (www.digitalfutures.org) is built in the Concrete5 content management system (CMS) to allow non-technical editors to add content to the site.

This manual is a guide to using Concrete5 to add content to the site's different page types.

As with any CMS, the individual elements of each page, e.g. text, images and rich media, are stored online and the information required to create each page is held in a database.

As an editor you will use the CMS editor to add text and upload images and rich media to the site. All media is positioned in **blocks** on a page with different block types for each sort of media.

One you are happy with your edits you publish the page to make it live to users.

Page Types

Each page in the website is based on a **page type** which determines its layout and the content blocks which it uses. Three page types are used in the DeFT website; ‘Right sidebar’, ‘Full’ and ‘Case study’.

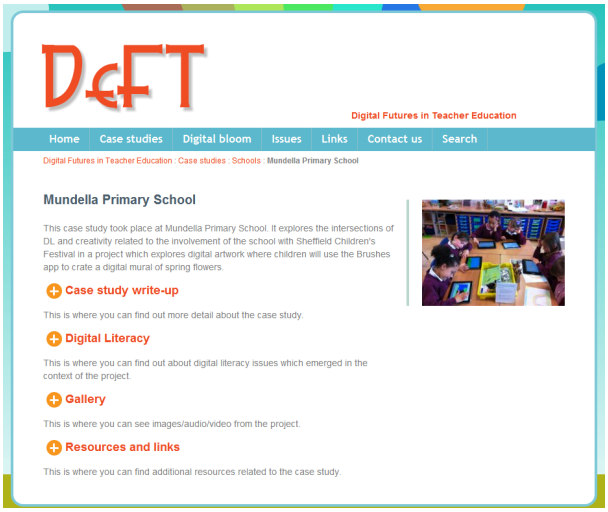
All pages share common elements; the DeFT logo, the main menu bar and the footer. In addition there is bottom panel on each page which runs the full width.

Right sidebar

This is the main page type used in the site.

As the name implies, it has a main block area on the left and a smaller panel on the right which mainly is use for images and sub-menus.

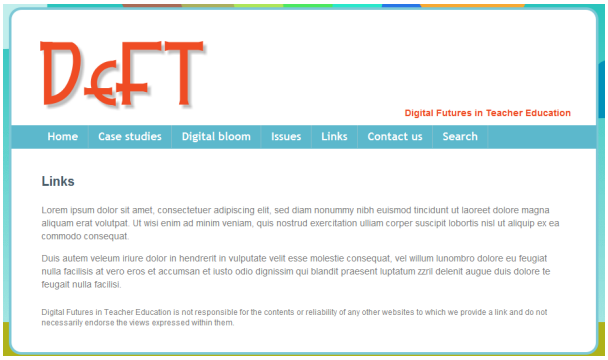
A dividing line is automatically drawn to the length of the content.



Full

This has one block area which is the full width of the page.

It is used, as shown here, on the Links page where longer lines of text are needed.

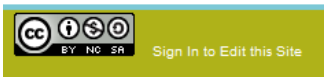


Case study

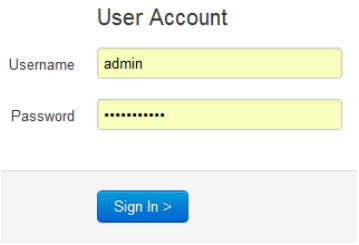
This page type has two equal columns to accommodate images and rich media in the **Gallery** section of each case study.

Editing the website

To edit the site you must log in as an approved user with a user name and password.



Click on **Sign In to Edit this Site** at the bottom of any page.



On the sign in page enter your Username and Password and click on **Sign In**.

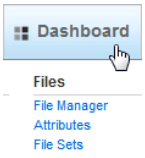
The Home page will then open and an **Edit menu bar** will be added to the top of each page.

There are many functions which you can access from the **Edit** and **Dashboard** buttons; but, in practice, you will only use a few of them.

The functions you need will be introduced as required in the following pages.

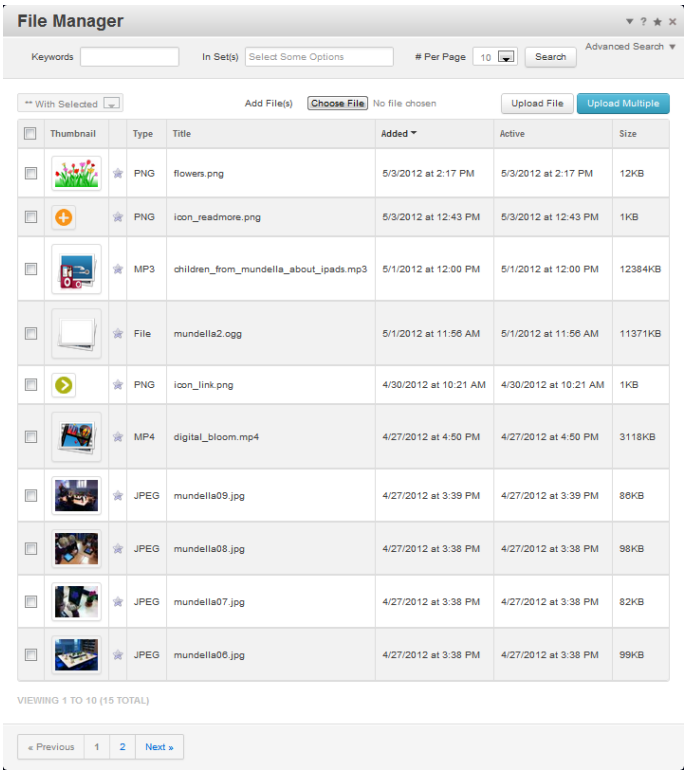
The File Manager

The **File Manager** is the heart of the site. It is here that you will upload and access images and rich media.



To open the File Manager, roll your mouse pointer over the **Dashboard** button and click on **File Manager**.

The File Manager shows details of all the media items which have been uploaded.



Uploading images

Prepare the image

Although the Concrete5 CMS allows you to upload and then resize many types of image, it is worthwhile preparing your image first to ensure that its file size is as small as possible so that its web page will load quickly.

The ideal image type for this website is a .png file with a resolution of 96dpi. Images to fit into text blocks or in the right sidebar should be 200px wide. Images in a Gallery slide show should be 320px wide.

***IrfanView** is an excellent free program which you can use to convert any type of image to an optimum size and resolution.*
www.irfanview.com

Upload the image

Open the File Manager and click on the **Choose File** button.

Select a file to upload and click the **Upload File** button.

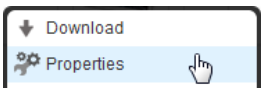
When the file has been uploaded a window will open with a thumbnail image and details of the file's name, size and etc. Click on the **Continue** button.

You can also upload a set of files in one go using the **Upload Multiple** button.

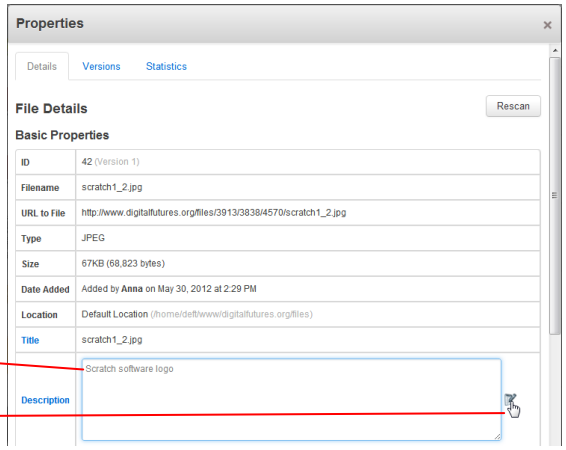
Image Title and Alt text

It is good practice to give every image a **Title** and **Alt text**. This is the text which appears when you roll your mouse over an image.

In the File Manger, click on an image and select **Properties** to open the Properties window.

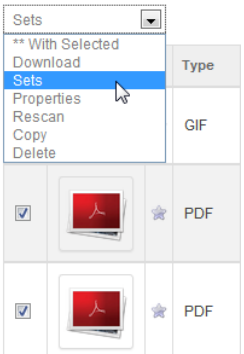


Click on **Description** and write a simple description of the file.
The click the update icon to save the description.



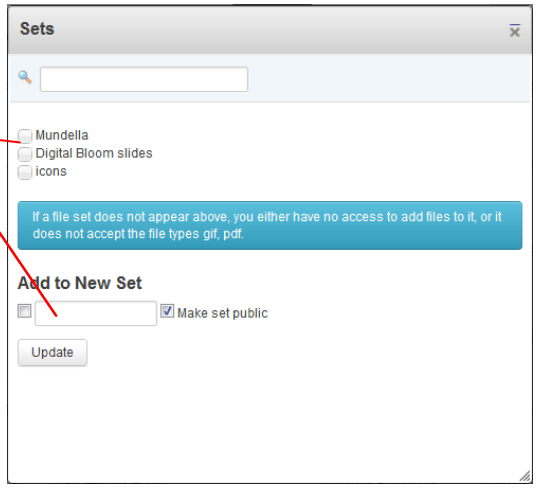
Organising files

As the number of uploaded files grows you may have trouble locating a specific file, particularly if you have forgotten its name. It is good practice to organise your files into groups using the **Sets** option.



To add files to a Set first identify a group of files by selecting the button to the left of the file's thumbnail image ☑

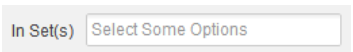
Click on **Sets** from the **With Selected** pull-down menu and the **Sets** window will open.



You can select an existing Set by clicking on its button

or create a new Set to hold your files.

When files are organised in Sets you can choose to display a single Set in the File Manager by clicking in the **In Set(s)** drop-down menu at the top of the File manager.



Sets are also useful for holding a group of images which you wish to add to a slide show because you can select a complete set of images in one go.

Editing pages

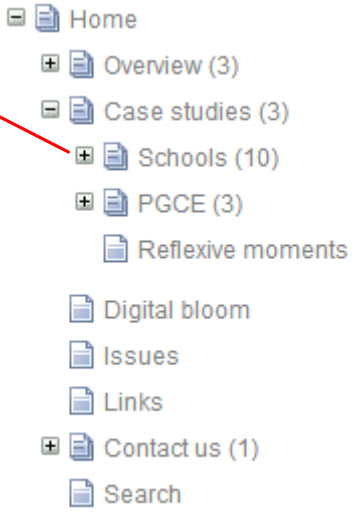
Find a page using the Sitemap

There are two ways to locate a page you wish to edit. You can either use the website navigation menus to find the page or use the Sitemap option. (*In some cases, where you are working on a new page which isn't included in any menu, then the Sitemap is is only way to find the page*).

Roll your mouse pointer over the **Dashboard** button and click on the **Full Sitemap** option.

The Sitemap shows all the pages in the site with the number of sub-pages shown in brackets, e.g., in the Sitemap shown here you can see that the Schools page has 10 sub-pages.

Click on ⊞ button to display the sub-pages



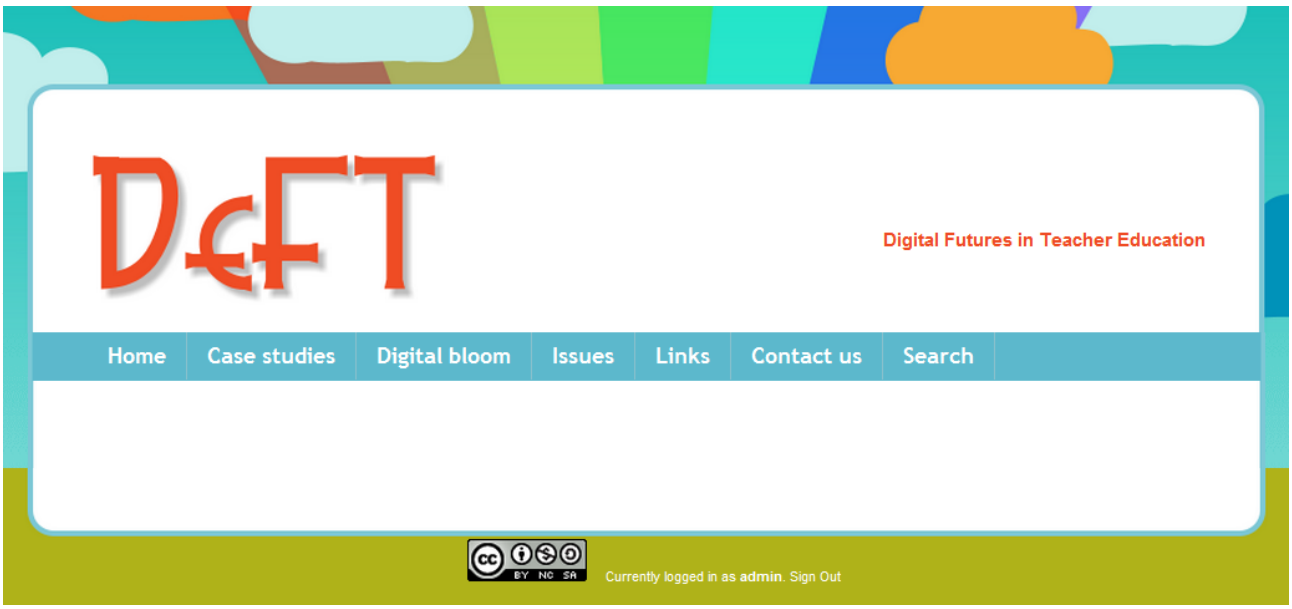
Go to a page

Click on a page's name and select **Visit**.

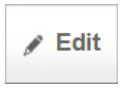
This will take you to the page you wish to edit.

The image, below, shows a **Test page** which is not accessible via the menus so it cannot be visited by the general public. You can go to it using the Sitemap and make changes as you wish.

As you can see, the page has no content apart from the common elements.



Add text and images

Go to the Test page (or any other) and click on the **Edit** button at the top of the page. 

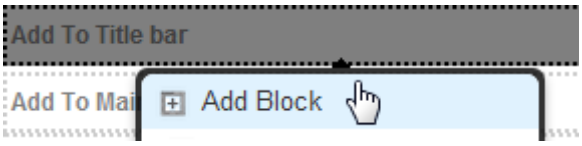
The page will change to show the its content areas. On the Test page they are

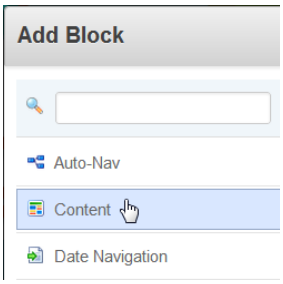
- **Breadcrumbs** - where you can add a breadcrumb path to the page
- **Title bar** - The page's title
- **Main panel** - This is where you add the main content.
- **Right panel** - As the name implies, the right panel content goes here.
- **Bottom panel** - This runs the full width of the page. Its font-size is slightly smaller than the main and right panels.

This page is base on the **Right Sidebar** page type, which is the most common on the site.

Add a title and content

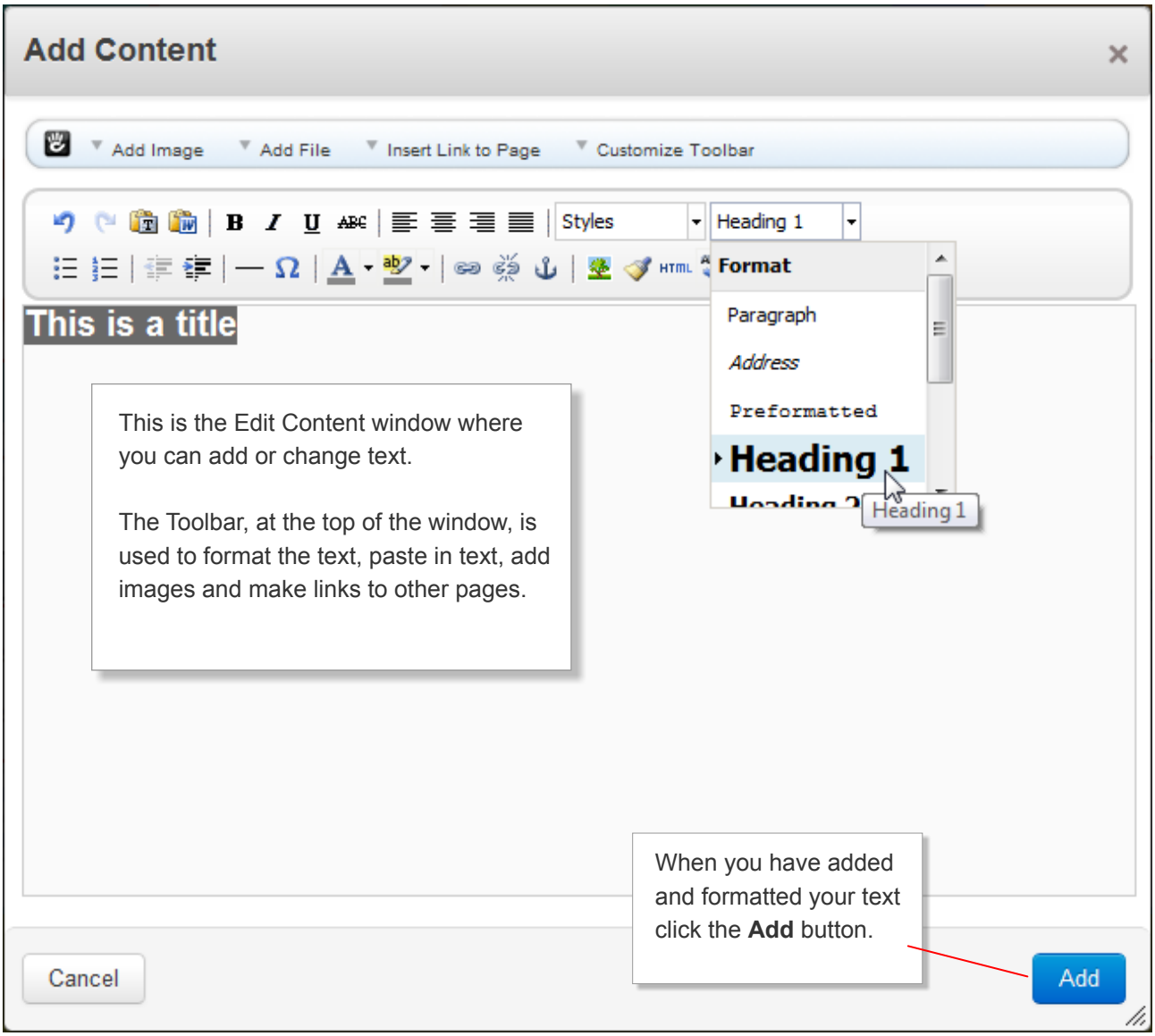
Roll your mouse pointer over the **Add to Title bar** panel and it will change colour. Click on it and select **Add Block** from the panel that appears.





The **Add Block** panel will open. This contains all the Block types that you can use in the CMS. Click on **Content** to open the **Edit Content** window.

*Almost all the content in the Concrete5 CMS is organised in **Blocks** which have individual properties. For example there are Blocks which hold text and images, Blocks which create Breadcrumb trails, Blocks which hold rich media and etc. Text is added with a Content Block.*



Once you have added text to a panel you can edit its content at any time.

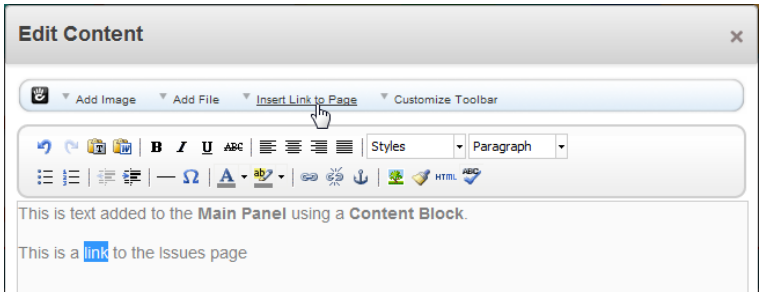
Click on the panel you wish to edit and select **Edit**.

The process for adding text to other panels on the page is exactly the same.

Add a link to another page

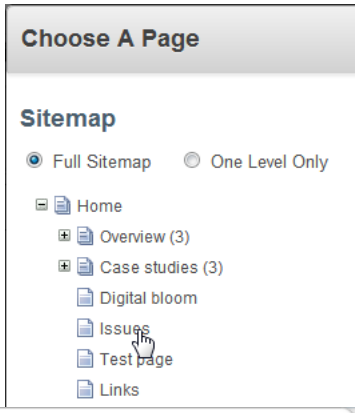
You can add a link to another page using the **Insert link to Page** option in the Toolbar.

Highlight some text (link in this example) and click on **Insert link to Page**.



The **Choose A Page** window opens to show the Sitemap.

Click on the name of the page you wish to link to and the link will be added.



Add a link to another website

Highlight your link text and click on the **Insert/Edit Link** button.

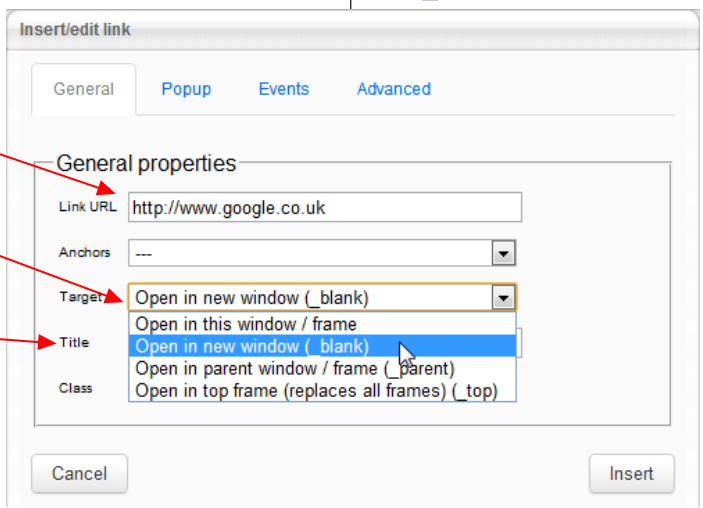
The **Insert/Edit link** window opens.

Type (or paste) the URL of the page you wish to link to in the **Link URL** box.

It is good practice to open a page to another website in a new window. To do this select **Open in new window (_blank)** from the **Target** drop-down box.

You may also wish to add a **Title**. This is text which appears when you roll your mouse-pointer over the link.

Click the **Insert** button to insert your link.

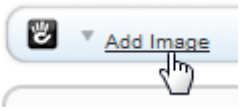


You can edit a link at any time using in the **Insert/Edit Link** button.

or delete a link using the **Unlink** button.

Insert an image into text

To insert an image into a block of text position your cursor where you want the image to appear and click the **Add Image** option from the Toolbar.



This opens the **File Manager** window from where you can choose the image you wish to insert.

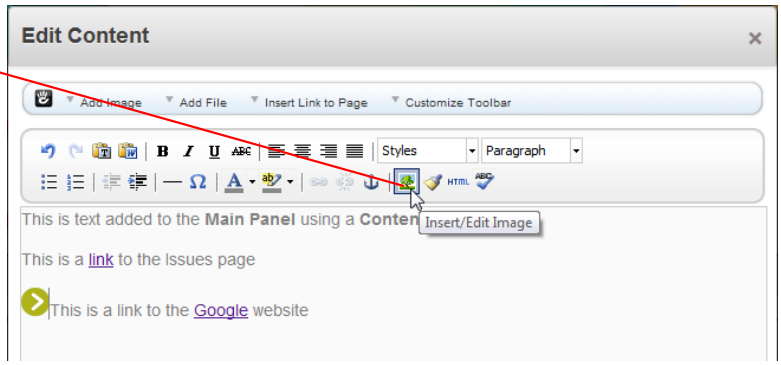
*If you haven't already uploaded your image to the File Manager, you can do it at this point using the **Choose File** and **Upload File** buttons.*

Format the image

You can now use the **Insert/Edit Image** button to format the image.

Highlight your image and click on the **Insert/Edit Image** button.

This opens the **Insert/Edit Image** window.



Click on the **Appearance** tab.

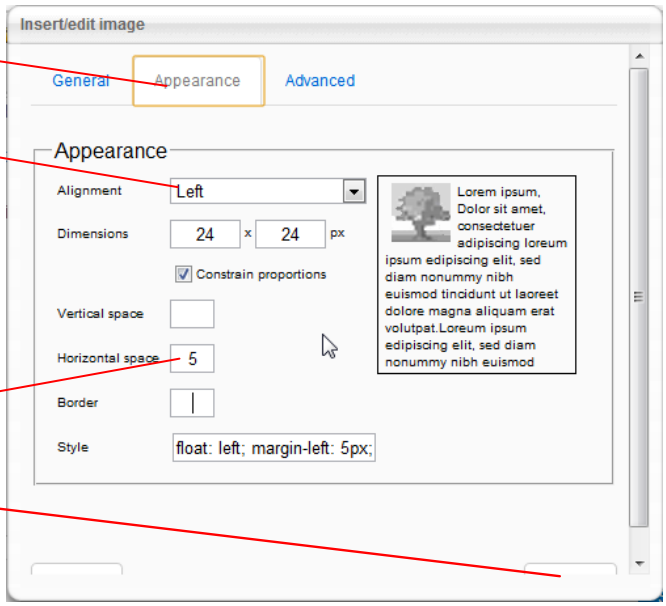
Choose where you want to align the image in relation to the text (usually left or right).

*The dimensions (in pixels) of the image can be changed, but be aware that increasing the size of the image will make it 'fuzzy'. Best practice is to set the image's size **before** you upload it.*

Set some horizontal space (5 pixels works well) so that the image is slightly away from the text.

Click on the **Update** button to apply your formatting.

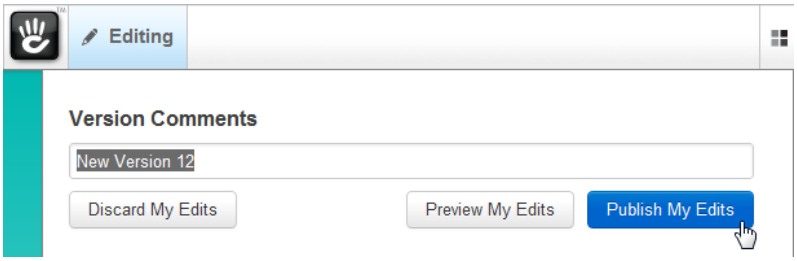
Click on the **Save** button to save your text with the image inserted.



Publish a page

Your additions and changes will only appear to users on the live site when you have published your page.

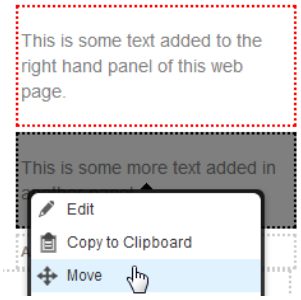
Roll your mouse pointer over the **Editing** button. Here you can **Discard**, **Preview** or **Publish** the changes you have made.



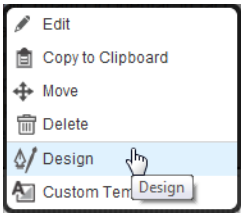
Moving panels

You can add and edit any number of panels to your page. By default, any new panel you add is inserted below the others. However you can change the order in which they appear using the **Move** option.

In this example there are two panels in the right-hand column of the page. If you wish to move the bottom panel so that it is at the top, click on the **Move** option and then drag the panel to the correct position.



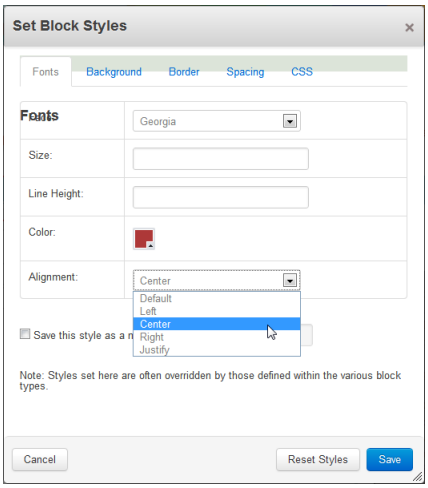
Design



You can format Blocks using the **Design** option from the **Edit** menu. This opens the **Set Block Styles** window.

Here you can restyle the font, change the alignment and spacing, add a background colour or image or add a border.

Note - Your changes will take effect in most cases unless the Block type will not allow it.



Using Blocks

In most cases you will use the **Content** block to add text and images to your web pages. However there are some other blocks you can use to add other media items.

Content

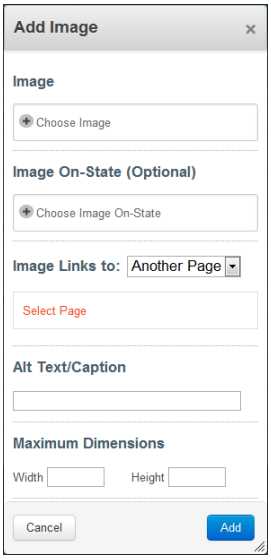
Image Block

Image

Use the **Image Block** to add an image to a panel, e.g. to add a photograph to the top of the right-hand column. This differs from the **Add Image** option in the Content block in that you cannot have text alongside the image.

The **Add Image** window has a number of options

- **Choose Image** - using the File Manager
- **Image On-State** - this is the alternative image that appears when the mouse rolls over the image
- **Image Links to** - add a link to another page or website here
- **Alt Text/Caption** - This is the text that appears when the mouse pointer rolls over the image. *It is good practice to include a caption because it helps visually impaired users to understand what the image is.*
- **Maximum Dimensions** - set the maximum width and height of the image. *Ideally you will set the image size before you upload it to the File Manager but you can change it here.*



Slide Show

Slideshow

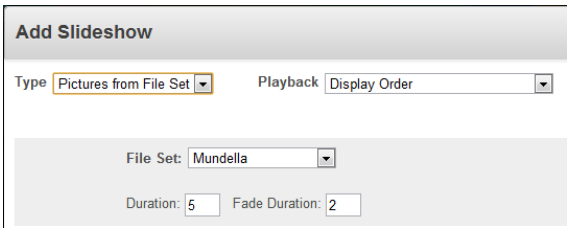
The **Slide Show Block** creates a slide show from a set of images.

Preparing your images

The most straightforward way to create a slide show is to prepare a set of images which are all the same size suitable to fit the panel where the Slideshow Block is created. For example, the right panel in the Right Sidebar page type is 220 pixels wide so you would resize or crop your set of images to 220px.

Upload your images to the File Manager using the **Upload Multiple** option and put them all in a unique Set. Click on a panel and choose the **Add a Block** option. Choose a **Slideshow** block to open the **Add Slideshow** window.

Select **Type** - **Pictures from a File Set** and select the File Set that contains your images. You can also set the duration that each slide appears and how long it takes for one slide to fade into another.

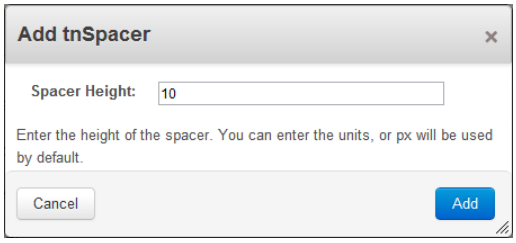


You can also select **Type - Custom Slideshow** which allows you to add images one at a time from the File Manager with the option to add a page link to each image.

tnSpacer

tnSpacer

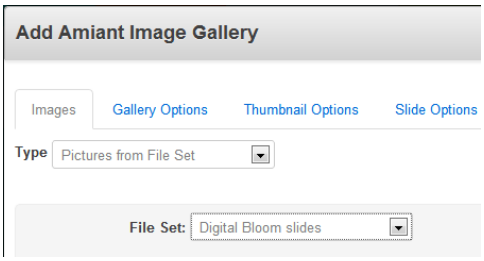
The **tnSpacer Block** inserts an invisible block to allow you to add a spacer between content blocks. Enter a Spacer Height (in pixels).



Amiant Image Gallery

Amiant Image Gallery

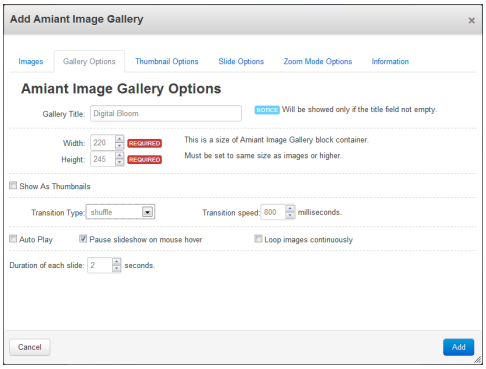
This is a more sophisticated slide show block where you have many more options to control how the slides are displayed and the transition method between slides.



You can select individual images from the File Manager or pictures from a file set.

In this example the File Set 'Digital Bloom slides' has been chosen. This is a set of nine images which were resized to a width of 220px. The largest image has a height of 245px.

The **Gallery Options** is where you set most of the options to control the slide show.



In this example the gallery width has been set to 220px and the height to 245px to ensure that it can accommodate the largest slide.

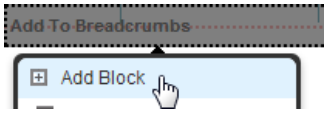
The Transition Type has been set to 'shuffle'.

As you can see there are many other options you can change to affect the way the slide show runs.

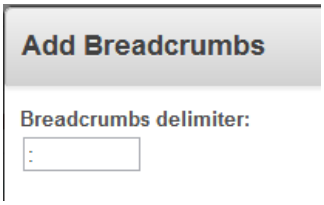
Breadcrumb trails

Breadcrumbs

A breadcrumb trail is a valuable navigation tool for pages which are at a level below the main menu bar.



To add a breadcrumb trail on a page in Edit mode click on the 'Add to Breadcrumbs' panel and select the **Breadcrumbs** block.

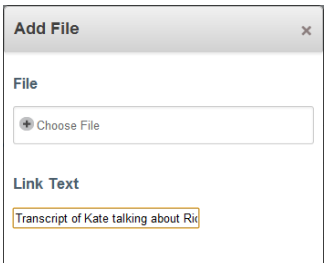


Enter a colon (:) in the **Breadcrumbs delimiter** box.

File downloads

File

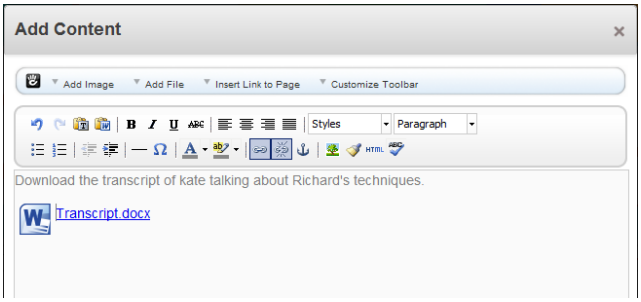
The simplest way to add a link to a file in the File Manager is to use the **Add File** Block. In the **Add File** window, you choose a file from the File Manager and enter the text which will act as a link.



You can also insert a file into a **Content Block**. This will also allow you to add a description of the file and an icon image.

To create this example, add a **Content** Block and enter a text description.

On the next line, click on **Add Image** and select a Word icon; then click on **Add File** and select a Word File. Edit the image so that it is aligned to the left with a horizontal space of 5pix.



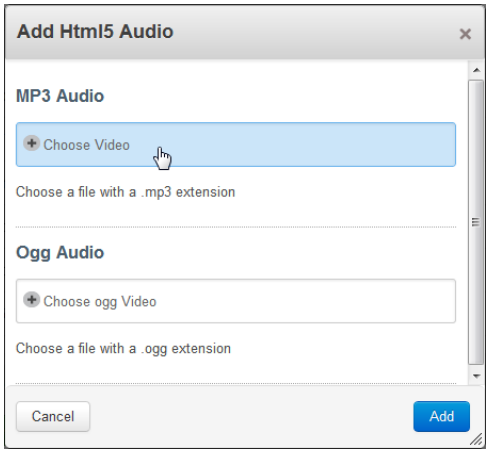
Html5 Audio

Html5 Audio

The Html5 Audio Block allows you to upload a sound file which gives the user simple controls to play, pause and change the volume.

To ensure that the audio file will be available to most users (with different browsers) you will need to upload two files to the file manager in .mp3 and .ogg format.

Audacity is a free audio file editor which can be used to create .mp3 and .ogg files.
audacity.sourceforge.net



Simply open your original audio file into Audacity, click on the file menu and opt to 'Export As MP3' or 'Export As Ogg Vorbis'

Use the **Choose Video** and **Choose ogg Video** buttons to select the relevant files from the File Manager.

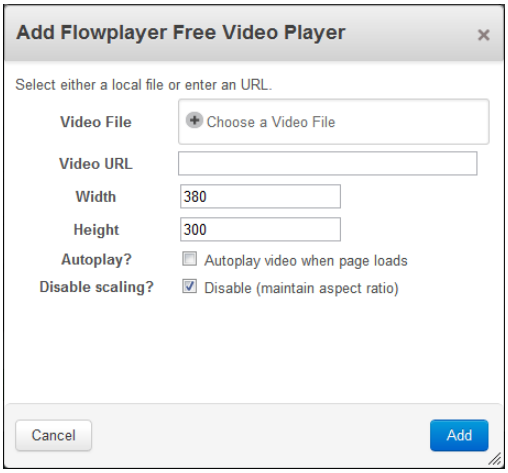
Click the **Add** button and a playback control bar will be added to the chosen panel

Flowplayer Free Video Player

Flowplayer Free Video Player

Flowplayer Free Video Player allows you to position a streaming video on your page.

First, prepare your video file. It must be in .mp4 format and resized to fit the chosen panel. If the video is to run in a right-hand side panel it should be 220px wide. If it is to be positioned on a **Gallery** page, it should be 380px wide.



Upload the .mp4 file to the File Manager and then add a Flowplayer Free Video Player Block to your chosen panel.

Choose the video file from the File Manager and set its width and height.

If you wish the video to start playing as soon as the page loads then click on the **Autoplay** button.

It is recommended that you keep the **Disable scaling** button selected to ensure that the video playback is not distorted.

Vimeo Player and YouTube Video

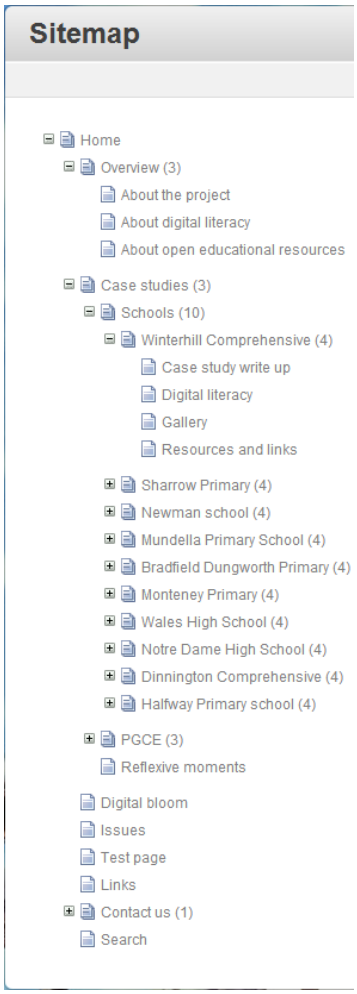
Vimeo Player YouTube Video

The **Vimeo Player** and **YouTube Video** Blocks operate in a similar way to Flowplayer to enable you to embed videos hosted on Vimeo and YouTube. Simply enter the video's URL and dimensions and the player will do the rest.

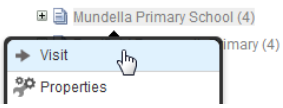
Using the Sitemap

You access the Sitemap from the **Dashboard**. It shows all the pages in the site with the number of sub-pages shown in brackets, e.g., in the Sitemap shown here you can see that the Schools page has ten school sub-pages, each of which has four further sub-pages.

Click on ⊞ button to display the sub-pages.



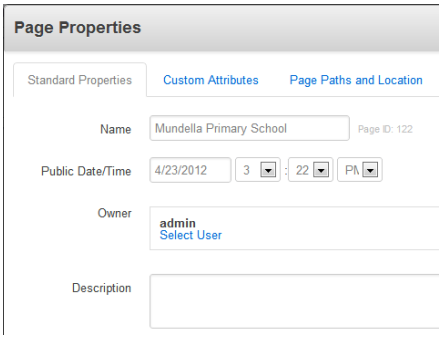
Visit a page



You can go directly to any page on the site from the Sitemap. Click on the page's name and select **Visit** from the options menu.

Page Properties

Choose **Properties** to change the page properties



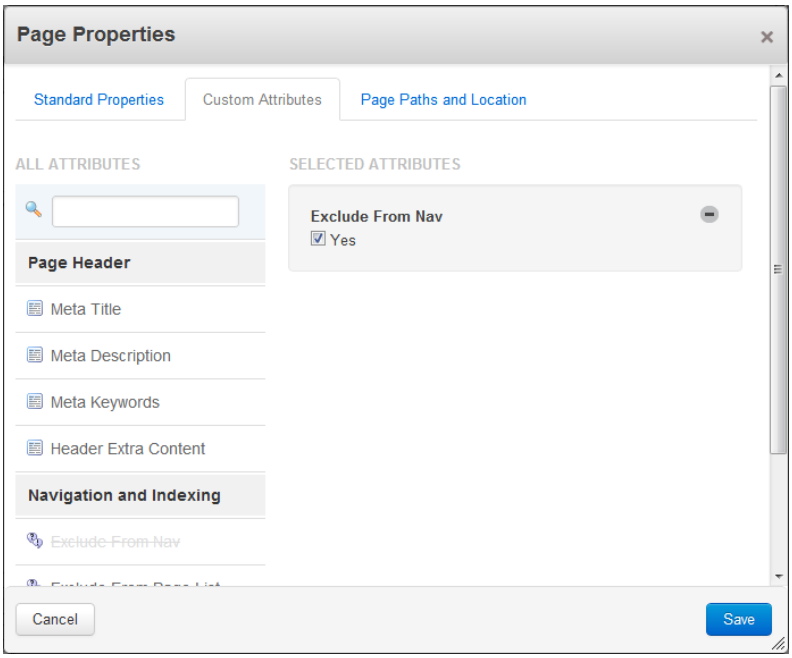
In **Standard Properties** you can change the page's name and add a description which is visible to other page editors.

You can also set a date and time when the page becomes 'live', i.e. visible to site users.

Click on the **Custom Attributes** tab to add extra properties.

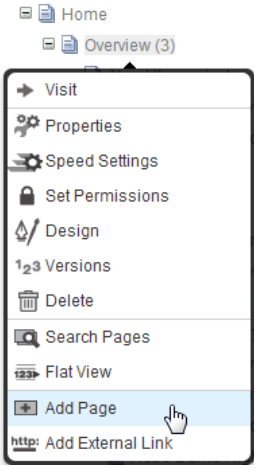
In the example, shown here, this page has been excluded from **Navigation and Indexing** which means it won't appear in any menus; a useful feature if you are working on a page which you don't want users to see until it's finished.

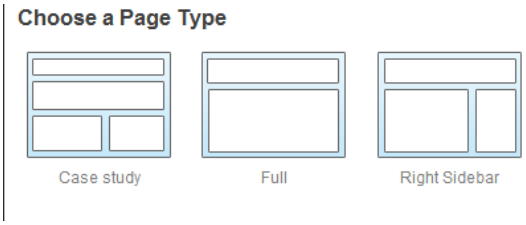
The **Meta Title, Description** and **Keywords** options allow you to add page header content which is not visible on the page but is recognised by search engines.



Add Page

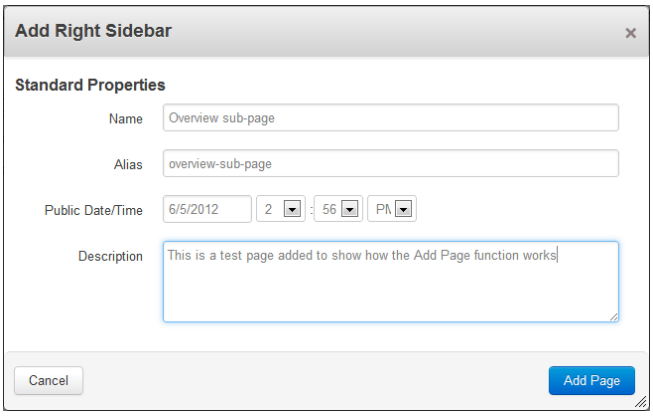
You can add a sub-page to a section using the **Add Page** option. In this example a sub-page will be added to the Overview page.





First you need to choose a **Page Type**, either Case study, Full or Right Sidebar.

In this example, the Right Sidebar page type has been chosen.



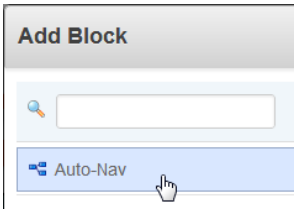
As you enter the **Page Name**, the CMS automatically creates an **Alias**.

This is used to create the page's URL - in this example the full URL would be **www.digitalfutures.org/index.php/overview/overview-sub-page/**

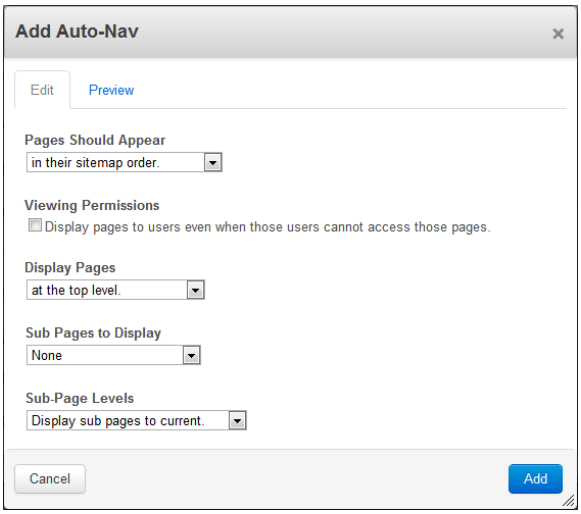
If you decide to change the page's name at a later time, you can edit the alias from the **Page Paths and Location** tab in the **Page Properties** window.

Add the main menu bar

The first thing you will need to do is to add a main menu. This is done using an **Auto-Nav** block.



Click on the **Add to Menu** panel, select **Add Block** and choose **Auto-Nav**.



Since this is the top-level menu you do not need to change any settings. Simply click on the **Add** button and the menu will be created

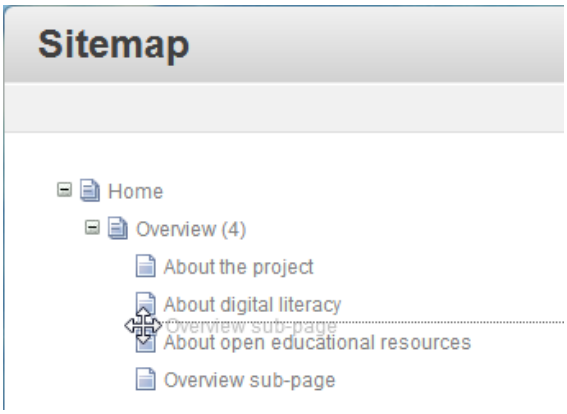
You can use the **Auto-Nav** block to add a sub-menu on your page. To do so, add an Auto-Nav bock and this time select **Beneath a particular page** from the **Display Pages** drop down menu.

You then select a page from the Sitemap and a menu of all its sub-page's will be created.

Reorder pages

You can use the sitemap to organise the structure of the site by changing the page hierarchy which determines where pages appear in menus and sub-menus.

To move a page, simple drag its icon to a new position. As you drag, a faint image of the page appears and a dotted line shows its new position. Release the mouse button en the page will be moved.



Move and Copy pages

If you drag a page's icon on top of another page's icon the **Move/Copy** window opens. Here you have the option to move the page or make a copy of it. In either case the page becomes a sub-page of the one it has been dragged onto.

You also **Alias** a page, i.e. create an exact copy of the page in another location.

Copy Page is a very useful feature in that it is often quicker to create a new page by copying an existing page and then editing the content.

In this case you will need to go to the copy's page properties and change its name and alias.